

This “tip” is to help providers understand when they can charge extra to a family using DSHS child care subsidies. Providers must follow the licensing rules found in WAC 388-155-020 (for Family Homes), 388-150-020 (for Centers) and 388-151-020 (for School-Aged facilities). Each of these rules tell providers to follow the instructions in the publication “Child Care Subsidies, A Booklet for Licensed and Certified Child Care Providers”. The following information is from the booklet:

May I charge the family for additional services?

You may charge families who receive DSHS child care subsidies for the following services only if you have an established written policy to charge all families for these services:

- The family requests child care in addition to the care authorized by DSHS for personal reasons (for example, the child is picked up later than scheduled because the parent went shopping).
- The family requests optional enrichment programs for their child (for example, gymnastics, ballet, etc.).
- The family requests your optional lunch program for their child.
- The child is picked up after your operating hours.
- The family pays the co-payment late.

If your private rate for child care is more than the DSHS maximum child care rate, you may not charge the family the difference between the two rates.

If a child who is authorized for full-time care is absent more than five days in one month, you may not bill DSHS or the family for the additional absent days.

The following are two examples that cover common situations and how they would be handled.

EXAMPLE #1

Dad works from 7a.m. – 8 p.m. (total of 13 hours--includes travel time). The provider’s private rate is \$25.00 for a full day (10 hours of care) and an additional \$10.00 a day for care over 10 hours. The provider’s rate for this family would be \$25.00 + \$10 for a total of \$35.00.

DSHS’s full-time rates are for 5 to 10 hours a day, regardless of the time of day, and we always pay the DSHS rate or the provider’s rate, whichever is less. For example, if DSHS’s rates were \$20.00 for the full day (first 10 hours) and \$9.00 for the half-day (the additional 3 hours), for a total of \$29.00, then the \$29.00 would be paid to the provider.

In the above situation, the provider is able to charge DSHS, **not the consumer**, extra because the parent needs more than 10 hours of care a day due to his work and travel time. If in this same example, the provider charges extra for care after 6p.m. the provider cannot charge the parent because DSHS has already paid for the care.

EXAMPLE #2

Mom works Mon –Thur 7:30 a.m.- 1:30 p.m. (total of 6 hours--includes travel time). DSHS pays the provider for the parent’s work and travel time **only**. The provider lets DSHS know that the parent always picks up the child at 5 p.m. and sometimes brings the child on Friday. DSHS verifies that the parent is using the extra child care hours for personal reasons. According to the first bullet in the subsidy booklet (above), the provider would be able to charge the consumer for hours after 1:30 and on Fridays. If the parent was using the child care for a DSHS approved activity, DSHS could make additional payments, if necessary, to cover the extra hours used by the parent.

One area that is not covered in the subsidy booklet is the cost of transportation. Some providers may be the only transportation available to a child. This transportation has been provided for getting a child to and from: school, doctor’s appointments, the provider’s home/place of business, and to before and/or after school-sponsored or related activities (band, drama, sports, language classes, clubs, or other activities NOT sponsored by the child care site). In these cases, the provider is offering a service that is beyond basic child care. It is allowable for providers to charge extra to parents using subsidies for this transportation cost if:

- The cost is not already part of the provider’s basic child care rates, and
- The provider has an established written policy to charge all families for these services.

Providers cannot charge the parent for basic transportation costs associated with child care sponsored field trips or activities.

Additional questions and responses may be found at the DCCEL Internet site under "Providers" at:
<http://www.dshs.wa.gov/esa/dccel/index.shtml> .

The booklet, "Child Care Subsidies, A Booklet for Licensed and Certified Child Care Providers" can be found at
<http://www.dshs.wa.gov/esa/dccel/> under Providers or Publications.

Thank you for your service to the children and families of Washington State.